

# **2016 Maryland Day to Serve Mini-Grant Application Template**

**\*This document cannot be used as a substitute to completing the online application.**

**Documents that can be uploaded in the application:** Fund Request Form, 990 Forms, and if available, flier and agenda for proposed event.

## **1. Applicant Information**

Name of Applicant

Name of Organization

Address

Website

Contact Phone

Contact Email

Federal Identification Number/EIN

Organization's 2016 Operating Budget

Year Organization Was Established

Is your organization in good standing with the state of Maryland? Can be found at [dat.maryland.gov/](http://dat.maryland.gov/).

Link to or Upload of Organization's 990 Forms

## **2. Proposed Day to Serve Project**

A. Title of Project

B. Description of Project

C. Purpose of Project

D. Proposed Start/End Date and Project Time

E. Estimated Total Number of Volunteers

F. Estimated Total Hours of Service (or Average Hours per Volunteer)

G. Organizations to be Benefited (N/A if none)

H. Flier and Agenda/Program. If available, upload the flier and agenda/program for this project below.

I. Requested Funds. Please download the Fund Request spreadsheet and use to detail the proposed budget up to \$5000 for your Day to Serve event, which includes, but is not limited to, supplies, materials, promotion, or outreach. Once the Fund Request is completed and you have reviewed it, save and upload on the last page of the application.